

FCC VICTORVILLE



Inmate Handbook

**Approved By
Belinda Avalos
AWP**

**FEDERAL CORRECTIONAL INSTITUTION I
(FCI I)
FEDERAL CORRECTIONAL INSTITUTION II
(FCI II)
UNITED STATES PENITENTIARY VICTORVILLE
(USP)
VICTORVILLE, CALIFORNIA**

INMATE HANDBOOK
UPDATED AS OF

August 2009

The information contained in this handbook is current as of the date of publication. It contains summaries of national and local policies and is subject to change. The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau of Prisons, institution programs, and the rules and regulations inmates will encounter during incarceration. The purpose of this handbook is to help inmates understand their responsibilities when they arrive at FCC Victorville and assist them in their adjustment to institution life.

Organizational Structure

Under the direction of the Warden's, the Federal Correctional Institution I, the Federal Correctional Institution II, and the United States Penitentiary at FCC Victorville, works in conjunction with all FCC Associate Wardens. Within each division there are several departments which are detailed below. There is a department head responsible for supervising the staff who carry out the mission of their respective departments.

Introduction

Welcome to the Federal Correctional Complex, Victorville, California. The purpose of this booklet is to provide you with general information about the facility, as well as programs and activities available here. You are presently enrolled in the Admission and Orientation Program (A & O). You will remain in this program until the unit staff have compiled sufficient information and documentation to complete your initial institutional classification. During your enrollment in A & O, much of the general information contained in this booklet will be explained to you in detail by staff. This booklet is yours to keep. We encourage you to make your stay here a rewarding experience, one which will lead

to a more fulfilling life following release.

Admission

When you first arrive at FCC Victorville, you will be processed by Receiving and Discharge ® & D) staff on duty, medical staff, and the unit team. In general, this interviewing process involves obtaining a summary of your social and medical history, filling out identification forms, completing personal property inventories and the issuance of institutional bedding and supplies.

Orientation

You will be provided with a schedule which will indicate the time and place of A&O lectures. Generally, lectures will be held in Religious Services or Visiting Room. The purpose of this orientation process is to enable you to familiarize yourself with the programs and operations of the institution. You are expected to attend all lectures and appointments during your orientation week. The FCI Victorville I is a medium security institution. The FCI Victorville II is a medium security institution. The USP Victorville is a high security institution. The physical address is: 13777 Air Expressway Blvd., Victorville, California 92394. FCC Victorville has Unit Staff located within the housing unit, making them available for problem solving, information, case management, etc.

ADMINISTRATIVE STAFF

Wardens: The Warden is Chief Executive Officer of the institution and is responsible for its total operation. In order to preform this function most effectively, the Warden delegates some of his/her authority to senior staff members. He/she evaluates the advice of staff and committees appointed by him/her and is the final authority for approval for all major activities, including transfers, furloughs, and other community activities. If you have a problem which cannot be solved and you have exhausted all other resources, you may either submit an Inmate Request to a Staff Member Form to the Warden or talk with him/her at the noon meal, Monday through Friday.

Associate Wardens: The Associate Wardens report directly to the Warden. He/she has delegated responsibility to oversee and supervise the day-to-day operations of the following departments: Food Services, Health Services, Safety and Sanitation, Mechanical Services, Business Office, Commissary, Laundry,

Inmate Systems Management (Records Office, Receiving and Discharge and Mail Room), Case Management, Correctional Services, Unit Management, Psychology Services and Religious Services. Should you have a problem which concerns one of his/her areas of responsibility and you have exhausted all other resources, you may submit an Inmate Request to a Staff Member Form or speak with him/her at the noon meal, Monday through Friday.

Discipline Hearing Officer (DHO): The DHO conducts Administrative Fact-Finding Hearings covering alleged acts of misconduct and violations of prohibited acts. This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings. The DHO imposes appropriate sanctions for incidents for inmate misconduct referred for disposition following the unit discipline hearing as required by CFR 541.15.

Captain: The Captain reports directly to the Associate Warden. He/she has been delegated the responsibility for the overall security of the institution, and the safety of those who live and work here. He/she supervises the Lieutenants and Correctional Officers. Any questions concerning his/her areas of responsibility should be addressed to him/her directly, or to one of the Lieutenants.

Case Management Coordinator: The Case Management Coordinator reports directly to the Associate Warden. He/she is considered an expert regarding case management and is delegated the responsibility of coordinating this area. You may request to see him/her by submitting an Inmate Request to a Staff Member Form, after attempting to resolve programming issues with your Unit Team members.

Quarters Assignments

Upon your arrival, you will be assigned to a unit. All living quarters will have a locker for you to store your property. FCI I & FCI II Inmates: Combination locks are available for purchase from the commissary. USP Inmates: Be advised if you are reassigned to a new cell, you may obtain a new combination for your lock by submitting an Inmate Request to Staff form to your Counselor. When inmates share a living area, there will be mutual responsibility to ensure that the area is kept clean and free of any contraband items. You will be held responsible for any contraband found in your assigned area and/or found amongst your personal property.

Unit Management

The institution is organized into Housing Units with a multi-discipline group of staff who will make decisions concerning work programs and inmate supervision. Each inmate will be assigned to a Unit Team. All new commitments or transferring inmates will be seen within four weeks. All parole violators will be seen within two weeks.

Unit Staff: Each unit has a Unit Team which is made up of the following Staff Members:

Unit Manager: Is responsible for the development, operation and supervision of the entire unit.

Case Manager: Is responsible for matters pertaining to inmate management such as parole, classification, release, transfer, community correction center referrals, etc.

Correctional Counselor: Is primarily concerned with your day-to-day issues. When you need assistance regarding personal matters, you should initially contact your assigned Correctional Counselor. Correctional Counselors act as a liaison between you and your Unit Team, as well as other staff within the institution..

Secretary: Is responsible for the clerical work within the housing unit.

Unit Officer: Is responsible for inmate supervision within the unit. Many times, he or she will be the only staff member on duty and available to answer questions relative to your adjustment in the housing unit.

Education: Acts as an advisor to the Unit Team for all matters pertaining to your educational and/or vocational training needs.

Psychologist: Is qualified to determine if emotional/psychological problems may be affecting your incarceration. The psychologist further suggests and/or participates in treatment plans.

UNIT RULES

After receiving a unit assignment, you should become familiar with the unit rules. The following are standard rules for each housing unit:

1. Lights in the units will be turned on at 5:30 a.m. and the lights will be turned out at 10:00 p.m. Laundry rooms will not be in use during lights-out.
2. There will be no inter-cell visiting.
3. There will be no visiting between living units. Inmates assigned to a work crew will be allowed in the living units if in possession of a work pass. Any unauthorized entrance to a housing unit will result in disciplinary action. Inmates not assigned to a specific unit must remain outside the gated compound immediately exiting the unit. Inmates found within the fence will be considered out of bounds.
4. Floors will be swept and mopped daily, paying close attention to the areas beneath the beds and under the lockers.
5. Walls will be cleaned daily, assuring that any spills are cleaned off the walls. Pay close attention to the corners in order to prevent formation of cobwebs.
6. The only covering permitted for outside windows will be that which is provided by the institution. Beds will be tightly made, military style, with the blanket being the top cover. Your extra blanket will be neatly folded at the foot of the bed and nothing will be left lying on the bed or hanging from the bedposts or frame. All beds will be made by 7:30 a.m. during weekdays. On weekends and holidays, the bed will be made when the inmate is up for the day. Only one mattress is allowed per bed. When linen is being exchanged, the mattress may be left lying flat on the bed. Other than for linen exchange, sheets, pillows, blankets and towels will not be taken out of the housing unit.
7. Shoes will be neatly arranged underneath the bed.
8. Boxes and paper bags will be considered contraband in the quarters area. Personal property is limited to that which can be stored neatly in your locker or on the desk. Excess boxes, paper bags, magazines and newspapers will be considered a fire hazard.

9. Windows will be cleaned daily. Orderlies are responsible for cleaning all outside first floor windows.
10. Room furniture will be cleaned daily, assuring that stains, spills and dust are removed.
11. Baseboard areas will be cleaned daily, assuring that dust does not accumulate.
12. All vents found in the cell quarters will be kept clean. All light fixtures in your quarters will also be kept clean and free of any stored items. The practice of covering vents and lights in the cells is prohibited.
13. Dirty clothing will be properly stored in a clothing bag between laundry exchanges, and will be stored in your locker or hanging from the side of your locker, out of sight.
14. Trash cans will be cleaned daily. They will be emptied prior to departing the room.
15. Pictures, posters and other materials will not be attached to the walls in any manner. Non-personal pictures may only be displayed inside the locker doors.
16. Cardboard materials will not be kept inside the cell.
17. Lockers and desks will be maintained in a neat and orderly fashion at all times. One picture and one religious item or book may be stored on top of each locker. No food/fruit items will be permitted outside your lockers.
18. In addition to your personal living area, you are expected to do your part in helping to maintain the highest possible sanitation level for the overall institution. You are to refrain from littering and may be required to work on a crew to pick up litter on the compound.
19. Inmates must be properly dressed in uniform Monday through Friday 7:30 am to 4:00 pm (shoes, shirts, pants, etc..) before entering any housing unit offices.
20. The Commissary Card will be issued to you during intake screening and will also serve as your inmate identification card. If you leave your housing unit, you

must have your commissary I.D. Card in your possession. This card may also be used for checking out books, games, athletic equipment, etc..

21. Inmates may only use the inmate telephone system during their off duty work hours.

22. Hats may not be worn in Religious Services, ISM, Education, Psychology, Visiting Room, Health Services, or non-workers in Food Service. When worn, the bill will be facing forward.

23. Inmate radios will not be worn in the visiting room, dining facility, classrooms, medical facility, or other areas where official business is conducted.

24. **USP INMATES:** In the event of an incident on the recreation yard, the Center Tower will sound a verbal warning. All inmates are required to immediately lay on the ground until further instructions are given.

INTAKE PROCESSING

Medical and social screening are conducted upon an inmate's arrival to the institution. Arriving inmates are immediately provided with the institution's rules and regulations, as well as information on their rights and responsibilities.

Psychological screening is conducted on an as-needed basis. Within four weeks of arrival, inmates will be scheduled to attend the institution's A&O Program. A&O provides inmates with information about the programs, services, policies, and procedures of the institution. Inmates will receive work assignments following medical clearance and completion of A&O.

Classification and Program Reviews: The unit team develops programs suited to the individual needs of each inmate. Initial Classification and Program Review meetings are referred to as "team." The purpose of this meeting is to facilitate communication and ensure that all staff have input into developing a program plan for each inmate, as well as evaluate suitability for the institution. Inmates initially meet with their unit team within four weeks of arrival. Program Review meetings are conducted every 180 days until an inmate is within one year of release. Then, Program Review meetings are conducted every 90 days to facilitate release planning activities. Transfer requests will be addressed during these meetings.

Town Hall Meetings: Town Hall meetings are held in each unit on a monthly basis at a minimum. These meetings are conducted to make announcements and discuss changes in unit/institution procedures. Inmates are encouraged to ask questions that pertain to the unit as a whole rather than personal questions. Personal issues are to be addressed to unit staff members during their regular working hours which are posted in each unit.

Unit-Based Counseling: A variety of counseling group sessions are provided by the Correctional Counselors. Groups are on-going and all inmates are encouraged to participate in these program opportunities.

Central Inmate Monitoring System: The Central Inmate Monitoring (CIM) System refers to procedures by which the Bureau of Prisons monitors and controls the activities of inmates who present specific management considerations. The assignment as a CIM case does not prevent an inmate from transferring or participating in community activities. All inmates assigned as a CIM case will be notified in writing. A CIM assignment may be appealed using the Administrative Remedy process.

Financial Responsibility: Inmates are obligated to pay assessments, fines, and restitution as ordered by the sentencing court. Inmates who fail to make payments commensurate with their ability to pay will be subject to certain programming and activity restrictions, and monthly performance pay will be limited to maintenance pay (\$5.25 a month).

INMATE GROOMING

Clothing: The authorized uniform for inmates is a proper fitting khaki trousers, long or short sleeved khaki shirts, socks, and issued safety shoes. Shirts must be worn on all work details. Shirts must also be worn outside, except when exercising on the recreation yard. Between the hours of 7:30 a.m. and 4:00 p.m., all shirts must be tucked in. Tank tops are not authorized to be worn on the center compound, the unit or unit court yard areas. Tank tops will only be worn on the recreation yard.

Food Service work clothing may not be worn during non-duty hours. With the exception of food service workers, caps or hats are not to be worn in the Dining Room.

House shoes and shower shoes may be worn in the housing units and the unit's outside court yard area only.

Any issued or purchased items that have been altered are considered contraband and will be confiscated. Clothing in excess of authorized limits will be considered contraband and the excess will be confiscated. Severe or repeated violations of these rules may result in disciplinary action.

Hair, Mustaches, and Beards: Hair will be clean and neatly groomed at all times. If it is likely that long hair will result in a work injury, hair nets or caps will be worn. Hair nets and beard covers will be required for persons working around food. Sweat bands are permitted only in the recreation department. Hair curlers and "doo rags" may be used in the housing unit and the unit's outside court yard area only. Each facility has an inmate Barbershop. Hair cutting is not permitted outside the institution barbershop.

Cleanliness: Inmates are expected to shower daily.

SANITATION

Inmates are responsible for inspecting their cell and reporting any damage to the unit officer. Inmates may be held financially liable for any damage to their cell and disciplinary action may be taken for any contraband found in their cell.

Inmates are responsible for making their beds in accordance with unit standards before work call (except weekends and holidays). Inmates will immediately make their beds when they rise on weekdays, but no later than 7:30 am Monday through Friday. Inmate lockers must be cleaned and neatly arranged. Inmates are expected to store their possessions in their lockers. Shoes may be stored neatly under the bed. One 8"x10" picture in a frame and one book or religious item may be placed on top of the locker. Inmates are responsible for ensuring that their lockers are secured.

There will be no brooms, cleaning supplies, etc., left in the individual cells. No shelves or any unauthorized articles will be installed in the cells or lockers. No items will be placed on light fixtures, vents, or walls. Window coverings are prohibited.

INMATE ACCOUNTABILITY

Count Procedures: It is necessary for staff to count inmates on a regular basis. During count, inmates are expected to stay in their assigned areas or cells until the institution count is cleared by the Control Center. Count times are as follows:

12:00 Midnight

3:00 a.m.

5:00 a.m.

10:00 a.m. (Weekends/Holidays- Stand Up Count)

3:30 p.m. (Stand Up Count - **USP ONLY**)

4:00 p.m. (Stand Up Count)

10:00 p.m.

**** Emergency Counts may occur at anytime ****

Staff will take disciplinary action if inmates are not in their assigned areas during count, if inmates are not standing during Stand Up Count, or if the count is disrupted in any manner.

Authorized Movement: Monday through Friday the unit officer will post a Change Sheet which reflects inmate work and quarter changes, and a Call Out Sheet that indicates when an inmate is to report to areas such as R&D, Chapel, Education, Health Services, etc. Inmates are responsible for reviewing changes and call-outs to ensure they are in an authorized area at the prescribed time (as posted on the call-outs).

FOOD SERVICE

Food Service provides inmates with meals that are nutritionally adequate, properly prepared, and attractively served.

Schedule of Meals:

Monday through Friday:

(FCI I) Breakfast - 6:00 am - 7:00 am

Lunch - 10:30 am - 12:00 pm *

(FCI II) Breakfast - 6:00 am - 7:30 am

Lunch - 10:30 am - 12:30 pm *
(USP) Breakfast - 6:00 am - 7:00 am
Lunch - 10:30 am - 12:30 pm *

* or until the last unit is called*

Dinner immediately following the 4:00 pm count

Saturday and Sunday:

Coffee Hour 7:00 am - 8:00 am

Brunch Immediately following the 10:00 am Stand Up Count

Dinner Immediately following the 4:00 pm Stand Up Count

**** All times for Meal Schedules are approximate****

Rules and Regulations of the Dining Area:

1. Items on the menu marked with a star (*) denote foods prepared with pork or pork seasoning. The pound (#) indicates a no-flesh alternate choice item is available.
2. While in the serving line, inmates cannot trade food items with other inmates.
3. Inmates will leave nothing on the table and will clean up after themselves.
4. Inmates must dress properly in the dining area. Institution issued clothing is the only clothing allowed in the dining area during the morning and noon meals on weekdays between 6:00 a.m. and 4:00 p.m. Leisure wear is permitted during evening meals, and on weekends and holidays. Inmates may not wear shorts, t-shirts, shower shoes, house shoes, hair curlers, "doo rags" or hats in the dining area.
5. Personal items, including but not limited to books, writing material, and legal material, are prohibited in the dining area.
6. Inmates are permitted to bring only one personal condiment to the dining area.

Religious Diets: The religious diet program was implemented to accommodate the

nutritional needs of various religious groups. The Chaplain is the approving official for inmate participation or removal from the religious diet program. Once inmates are approved for a religious diet, the Food Service Administrator (FSA) will monitor participation. If an inmate misses six consecutive religious diet meals, the FSA will recommend the inmate be removed from the program. The Chaplain makes the final decision to remove an inmate from the program.

Food Service Employment: An inmate interested in working in the food service department are required to receive medical clearance prior to assignment.

EDUCATION DEPARTMENT

FACILITIES AND HOURS

The Education Department is generally open from 7:30 a.m. to 8:30 p.m. each weekday, and from 12:30 to 8:30 p.m. on weekends (each institution may have slightly different operating hours which are posted on each bulletin board). The department is closed on holidays. Scheduling of classrooms is reserved for all mandatory programs, followed by non-mandatory programs. Scheduling for other programs may be requested through each institution's ASOE. Posted evening and weekend schedules will be strictly adhered to.

PROGRAMS AND SERVICES

A representative from the Education Department will conduct an initial **Education Consultation** during Admission and Orientation. A follow-up consultation session with inmates may be conducted shortly after the orientation. This consultation is used to review the inmate's educational status, and to make recommendations for program involvement. An inmate's educational program plan will be based upon recommendations made by staff and/or will be combined with the interests expressed by the inmate. Inmates are encouraged to use the consultation session to ask questions, and to develop plans for his/her educational pursuits.

RULES AND REGULATIONS

The rules and regulations of the department and its relative facilities are expected

to be followed, and include all safety and sanitation guidelines established for the institution. No food, beverages, or personal radios are permitted inside the Education Department. Head phones may be used for viewing and listening to educational video materials. Shirts will be buttoned and tucked in, and no sun glasses or non-religious headgear is to be worn inside the Education Department. Personal or legal materials should not be left unattended in the library. Inmates should periodically refer to the bulletin boards located in the Education Department for updates and complete listing of the Inmate Law and Leisure Library rules. Any deviation from the rules, misuse of equipment and materials, and/or failure to return checked out items may result in immediate dismissal, loss of library privileges, incident reports, fines, and sanctions.

LIBRARY SERVICES

The **Inmate Law Library** is to be used by those engaged in legal activities. It is a place for serious study and concentrated work. Conducting other activities, including bringing non-law library materials and/or “visiting”, undermines the scope of this work area and its intended use. The hours of operation are the same as the Education Department hours listed above. Inmates in the Special Housing Unit (SHU) must submit an Inmate Request to Staff form (Cop-Out) to the SHU officer to use the SHU Law Library. Inmates may submit a Cop-Out form to the Education Department for access to any law materials not available to them (e.g., forms or court addresses) in the Shu Law Library. An Electronic Law Library (ELL), which allows viewing and printing of law materials using the LEXIS/ NEXIS program is available to conduct research of all mandatory materials. To access the ELL system, inmates must have a register or PAC number, which is assigned by their Unit Team. Inmates are encouraged to contact Trust Fund or their Unit Team whenever having problems with signing on or operating the ELL system. An on-line ELL operator’s tutorial guide is available.

A copy machine is also available at the inmate's expense. Typewriters are available for legal needs only. Contact your Education Department to see if Alpha Smarts are available at your institution. Fifteen minutes (15) prior to closing, all equipment must be turned off, and all checked out materials must be returned.

The **Inmate Leisure Library** contains a variety of reading materials designed to meet educational, cultural, and social needs of the inmate population. During

weekday daytime hours, the library is available to all off-duty inmates who have passes. The development and care of the library collection is a responsibility that is shared by the Education staff and the inmate population. Inmates who have suggestions for book purchases, newspaper or magazine subscriptions, may complete a suggestion form or submit an “Inmate Request to Staff” (Cop-Out) to the Library Coordinator. The Interlibrary Loan program is conducted through the San Bernardino County Library system. Through this program, inmates can request non-fiction or fiction books in different languages from over 30 library branches.

MANDATORY LITERACY PROGRAMS

By policy, all federal prisoners who do not have either a verified high school diploma or a General Education Development (GED) certificate must enroll in a literacy program for 240 institutional hours or until a GED is achieved, whichever occurs first. Inmates may ask to be released from this program after 240 institutional hours; however, all promotions in the Federal Prison Industries (UNICOR) and institutional job assignments beyond entry-level grade are dependent upon successful completion of the Literacy Program. Failure to enroll for the minimum 240-hour literacy program may result in a Misconduct Report and/or loss of Good Time Credits, as outlined below.

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994 but before April 26, 1996, lacking a high school diploma, participate in and make satisfactory progress toward obtaining a General Education Development certificate in order to earn vested Good Conduct Time (GCT).

The Prison Litigation Reform Act (PLRA) provides that when determining GCT awards, the Bureau of Prisons will consider satisfactory progress toward obtaining a GED certificate.

For the Purpose of U.S.C. 3624, an inmate subject to the VCCLEA/PLRA shall be deemed to be making satisfactory progress towards earning a GED credential unless any of the following events occur:

1. The inmate refuses to enroll in the literacy program;
2. The inmate has been found to have committed a prohibited act that occurred in a literacy program during the last 240 hours of the inmate’s most recent

- enrollment in the literacy program; or
3. The inmate has withdrawn from the literacy program. Inmates who are found at any time to be making unsatisfactory progress in the GED program (as evidence by committing one of the above), will be required to begin a new 240 hours mandatory enrollment period.

Failure to attend or make satisfactory progress in the GED program may result in the loss of Good Conduct Time and sanctions. Inmates may not discontinue this program when participation is mandated by statute.

General Educational Development Program (GED)

Inmates who do not have a high school diploma or GED certificate and are deemed prepared by their scores on the GED pretest may take the GED examination. The examination consists of five tests: Writing Skills, Social Studies, Science, Reading, and Mathematics. A pass on the examination by GED Testing Services standards entitles the examinee to a GED certificate and credit for completion of the bureau's GED program. Those who are not prepared to take the GED exam will be enrolled in a GED preparation class where attendance is required. (P.S. 5350.28)

English as a Second Language Program (ESL)

All incoming U.S. citizen inmates, with certain exceptions, who have been determined to have limited proficiency in the English language, will be required to take the CASAS test measuring English comprehension. Inmates who are required to take the CASAS test and who score less than an eighth grade level (e.g. a score less than 225) will be required to attend ESL classes until they achieve a score of 225 upon retesting. (P.S. 5350.24)

Educational Incentives Program

Incentives are offered for achieving a GED certificate or successful completion of the ESL program. Additionally, both programs offer a "Student of the Month" incentive to students who show exemplary effort in their respective program. The specific incentives awarded are determined by education staff commensurate with the level of the student's progress and/or accomplishment. Incentive for successful completion of the GED is \$25.00 maximum. Additional incentives may also be awarded, such as Student of the Month (\$5-10) or certificates for exceptional performance. (P.S. 5300.21/5350.28)

VOLUNTARY EDUCATION PROGRAMS

Parenting

The **Parenting Program** is an 8 to 12-week program designed to empower and strengthen a loving and nurturing relationship between the parent and child. The program will help encourage a supportive relationship with those involved in the child's daily life. Topics to be discussed include: empowering parents to be active, nurturing role models; stages of child development; nurturing the parent/child relationship emotionally, morally, spiritually, psychologically, and financially; positive discipline to promote learning; communications and listening skills; and, establishing parenting resources both inside and outside the prison environment. Upon completion of the program, inmates receive a certificate. (P.S. 5355.03)

POST SECONDARY/CORRESPONDENCE COURSE PROGRAM

Coastline Community College program enables inmates to obtain an Associates Degree in either liberal arts or specialized business. Inmates are responsible for the cost of tuition, books and any additional fees. A high school diploma or GED is a prerequisite to participate in this program. Education will post updates for this program on department bulletin boards. (P.S. 5300.21)

Correspondence Courses require inmates to submit application forms and mail completed correspondence paperwork. All courses must be approved by the Post Secondary Coordinator, an Education Staff member, prior to enrollment. This will help ensure the inmate does not receive unauthorized materials, and assists with arranging proctored exams for the student. Costs and other correspondence requirements for these programs will be borne by the inmate. (P.S. 5300.01)

ADULT CONTINUING EDUCATION (A.C.E.)

Adult Continuing Education (ACE) classes are offered quarterly throughout the year, during evening weekday hours, and may sometimes on weekends. All ACE classes must be reviewed by the ACE Coordinator, and approved by the SOE or ASOE. Prospective inmate instructors must submit an approved course outline, curriculum, and lesson plans prior to the start date of each class. Participation in ACE classes is voluntary, and will be available on a first come, first serve basis.

Inmates who want to participate should submit an Inmate Request to Staff form (Cop Out) or sign up on fliers posted on bulletin boards. Inmates must meet the criteria established in the curriculum to receive credit for completing the program. Upon satisfactory completing the class, inmates may receive a certificate. (P.S. 5300.21)

VOCATIONAL/OCCUPATIONAL TRAINING PROGRAMS

Vocational Training (VT) programs are available to those inmates who have a high school diploma or GED, or who are enrolled in GED programs. Priority is given to inmates who have an early projected release date. Inmates should contact the VT instructor for further information on programs and enrollment for the following:

Automotive Service Excellence (ASE) The Victor Valley College's ASE Automotive program is designed to give the student a thorough and complete knowledge of the basics of the modern automobile. The ASE program is capable of training the student to entry-level performance on the latest industry approve equipment.

Building Trades is a “ground-up” construction course that gives students an overview of the individual trades involved in residential and commercial construction with a primary focus on framing work. Inmates become familiar with hand and power tools, and receive hands-on experience in design and framing to help prepare them for work in general construction. Live work projects include construction of “mini-houses”, and special projects requested by departments.

Major Appliance Repair offers inmates the trade skills to repair washers and dryers. The course consists of tool familiarization, basic concepts of electric and plumbing, and in depth maintenance repair of washers and dryers. Throughout the course, inmates receive ample opportunities to repair institutional appliance equipment.

MS Office Computer Program is designed to introduce the student to the basic functions and applications of computers as used in a business environment. The program teaches word processing applications such as Word, Excel, and Power Point. Additionally, a keyboarding/typing skills class is available and recommended to be completed prior to enrollment.

ServSafe is a nationally recognized food handler's accreditation course honored by the National Restaurant Association throughout the United States, and is recognized internationally at any U.S. owned and operated food establishment such as hotels, restaurants, and cruise lines. This course teaches students correct food handling procedures including: proper refrigeration, sanitation, physical and biological food hazards, avoiding cross contamination, and proper handling of chemicals. Students must pass an exam to become certified.

Wheels of the World and **VT Bicycles** are intensive training programs designed to enhance the inmate student's ability to learn and retain comprehensive information involving wheel chairs and bicycles. These programs provide the students the skills necessary to master the basic concepts of repairing wheelchair/bicycle equipment, home medical equipment care (HME), basic physiology, sanitation, and how to treat people with disabilities. Live work projects include wheelchair and bicycle repair involving identification of parts and tools, and design of this equipment. All repaired items are donated to community programs.

Apprenticeship Training Program is designed to provide inmates marketable skills and a journeyman certificate through the U.S. Department of Labor (DOL), Bureau of Apprenticeship and Training. The following programs are currently available to the inmate population: Plumbing, HVAC, Electrical, and Dental . These programs are offered in conjunction with the student's work detail, whereby they learn the required skills on the job and via related trades instruction. Coordination of completion and certification of these programs is done via the Apprenticeship Coordinator, inmate's detail foreman, and the DOL.

RELEASE PREPARATION PROGRAMS

Several **Re-Entry Programs (RPP)** and resources are available to assist inmates with reintegrating into the community as productive and law abiding citizens.

The most recent of these programs is called **Learn, Educate, Act, and Prepare (LEAP)**, which encompasses a full daily schedule of work combined with core and elective classes offered by Education and other institution departments. Inmates enrolled in this 12 month daytime program are placed in work assignments commensurate with their employment skills.

The **Ready To Work** is a four hour session with the United States Probation Officers speaking to inmates in an informational setting which is a component of the Mock Job Fair. The subjects discussed are release preparation, resume writing, cover letters, job interview techniques, appropriate dress, how to address criminal history of job applications and during job interviews, motivation and goal setting, and changing inmates' previous negative lifestyle.

Several **partnerships** have been created with the U.S. Probations Office (USPO), community outreach centers, one-stop career centers, social security administrations, faith based organizations, and small businesses, who assist with providing information about current job markets, available programs and community resources. Additional partnerships have been formed with the Veterans Administration and the Mexican Consulate, who send representatives to provide informational seminars about services offered by their organizations. These seminars are usually scheduled quarterly or semi-annually. In addition, Education provides several quarterly adult continuing education (ACE) classes , including (but not limited to) personal finance, driver's license (preparation for written portion), and real estate, to assist inmates with their preparations for pre and post release.

An **Employment Resource Center (ERC)** has been established inside Education to provide inmates with video tutorials and research materials that encompass job search and interview techniques, resume writing, and general information about career opportunities.

RECREATION DEPARTMENT

PURPOSE

The purpose of the Recreation Department is to provide and to promote a large variety of recreational activities to the FCC Victorville (USP, FCI I, FCI II, and Camp) inmate population.

The Recreation programs are to provide gainful use of free time and to fulfill specific inmates' needs. Formal and informal programs offer a combination of competitive, recreational, and fitness type activities designed to reach a wide range of age, culture, ability, and interests. The Recreation Department ensures that the

inmate population is made aware of all activities and programs available by displaying flyers and monthly calendar of events in not only the housing units but in the recreation area.

The Recreation Department's main goal is to provide inmates an opportunity to improve their health, fitness, development of mental and physical skills, and to be actively involved in leisure time activities.

RECREATION RULES & REGULATIONS

The following rules are to be adhered to while using recreation areas and equipment. Failure to do so may result in suspension from the recreation department in general or from the specific program area in which the violation occurred.

Recreation Staff have the authority to refuse inmates access to recreation, if they believe it is not conducive and /or in the best interest of safety and security to allow inmates on the recreation yard.

Unruly and /or disruptive inmates will be asked to return to their respective housing units for that specific recreation yard movement for the day or evening. If the inmate continues to present a problem, an incident report may be written. In addition, incident reports that are written on inmates while in recreation or participating in a recreation sanctioned event may be reviewed by either the Unit Disciplinary Committee (UDC) or the Disciplinary Hearing Officer (DHO) depending on the severity of the offense. The UDC or DHO may impose sanctions that include the loss of recreation privileges for a specified time.

Please see recreation bulletin boards for specific rules and procedures at each institution.

RECREATION PROGRAMS

The Recreation Department offers a variety of hobby craft programs, sports and leisure programs and structured exercise/wellness programs. Necessary equipment and tools are available on a check out basis to aide the inmate population to effectively participate in all of these venues. Additional materials for hobby craft participants may be obtained through a Special Purpose Order (SPO) upon staff verification and approval. Inmates participating in hobby craft programs will have

access to lockers in which to keep their materials and ongoing projects. A request must be made to the Recreation Department on an “Inmate Request to Staff” form (BP148) to sign up in any of the Hobby Craft Programs. Every participant is expected to follow all rules associated with the Hobby Craft Program.

Aerobics	Pilates	Seniors Fitness	Crochet	Greeting Cards	Yoga
Step Aerobics	Stretching	Calisthenics	Cartoon Drawing	Pencil Drawing	Anatomy
Low Impact Aerobics	Body Composition	Spinning	Landscape Painting	Mural Painting	Sports Injury
Jump Rope	Abs Class	Acrylic Painting	Origami	Ceramics	Wellness
Fitness Endurance	Cross Training	Calligraphy	Leather Crafts	Stick Art	Nutrition
Circuit Training	Yoga	Beading	Stability Ball	Pilates	Diabetes

PRIZES AND AWARDS

The Recreation Department awards prizes to the winners of all holiday tournaments and structured sport leagues. Prizes will be distributed in Recreation at scheduled times after the completion of each event. Prizes will be determined and distributed at the discretion of the Supervisor of Recreation. Certificates of Completion and/or Achievement are presented to participants who successfully complete Physical Fitness and Health Education classes and all structured programs to include Wellness, Music, Hobby Craft, and Sports Officiating. Incentive/Prize bags are in the form of consumable food items.

Holiday Events:

First Place in Each Event	Eligible for prize
Second Place in Each Event	Eligible for prize

Structured Sports/Leisure Leagues:

First Place in Each Event	Eligible for prize
Second Place in Each Event	Eligible for prize

(**USP:** In the event of an incident on the Recreation yard, the center tower will sound a verbal warning. All inmates are required to immediately lay on the ground until further instructions are given.)

PSYCHOLOGY SERVICES

Initially all inmates are seen in Psychology services for an intake screening. This is a brief interview to determine any history of mental health treatment, current mental health needs and program recommendations. If an inmate is not screened in R&D, they will be placed on call out for Psychology Services.

Trained inmate companions (at FCI I and II institutions) are used as observers

during a suicide watch and assist inmates on the compound who may experience problems related to adjustment and various mental issues. You may request to become a companion by submitting an “Inmate Request to a Staff Member” to Psychology Services at the respective institutions. All inmates can play a vital role in assisting to prevent inmate suicides by notifying staff immediately of any behavior or situations that may suggest another inmate is potentially suicidal, such as: making direct statements, threats of self harm, or displaying extreme emotional distress.

Psychologists are available for individual assistance on an as needed basis. When inmates have emergencies which limit their abilities to cope with day-to-day activities, they should ask their detail supervisor or unit staff to notify a psychologist, who will then see the inmate as soon as possible. Inmates may request a routine appointment via “Inmate Request to a Staff Member” form (a cop-out) to the psychology department. An appointment will be scheduled on the call out sheet, generally within five working days. Inmates can also speak with psychologist briefly during open house hours or at main line. Times will be posted on the inmate bulletin boards and/or in Psychology Services. Psychologist will also conduct various groups and workshops for inmates. The Psychology Department is located between Education and Religious Services. A small inmate resource library of psychology related books and tapes is also available.

Drug Abuse Program: Inmates with histories of drug and/or alcohol abuse should discuss their interest in, and need for, substance abuse programming with the psychologist during intake screening or request a session with the drug treatment specialist or Drug Abuse Program Coordinator via an “Inmate Request to a Staff Member” form. Individualized programs will be designed to meet each inmates needs and may consist of one or more of the following: support groups such as alcohols anonymous (AA)/ narcotic anonymous (NA).; non-residential drug education groups; transitional drug education group; drug education group and /or individual therapy; biblio-therapy; pre release counseling; and assessment and referral to a residential drug abuse program (RDAP) at another institution when appropriate.

Smoking and Smoking Cessation: The Federal Correction Institution I and II and United States Penitentiary- Victorville are all tobacco-free institutions.

Note: All cigarettes and tobacco-related products found in the inmates possession, will be considered contraband.

Smoking cessation programs for interested inmates will be offered through the Recreation, and/or the Health Service departments.

Recreation offers a three-day Smoking Cessation class several times a year. Flyers are posted in the units and other areas announcing the class. Inmates must submit an “Inmate Request to a Staff Member” form to enroll in the program once the flyer has been posted. Psychology offers stress management groups and various associated pamphlets. Inmates must submit an “Inmate Request to a Staff Member” form to request enrollment in a class. Health Services conducts the Nicotine Replacement Therapy (NRT) assessment and offers individual counseling by appointment. These programs will assist inmates in areas of learning and acquiring skills and knowledge pertaining to nutrition, exercise, stress management, and NRT. Inmates requesting nicotine replacement patches must have an initial medical assessment in order to purchase the patches. Inmates may purchase nicotine patches through the institution commissary. The inmate will submit a signed NRT approval form to commissary staff who will purchase two weeks of NRT at a time (six or ten weeks of therapy). The form can be obtained from and must be completed by Health Services staff prior to the inmate being able to purchase the patches. The commissary staff will initial inmate purchases and return the form to Health Service when the inmate has made the last authorized purchase. Health Service will ensure that the form is filed in the inmates medical record.

Psychiatric Medications: These medicines, like all others, fall under Health Services. Psychologists may not prescribe any psychiatric medications in the Bureau of Prisons. If you need a psychiatric medication refilled, started or changed, please go to sick call to begin that process. In addition to the mid-level practitioners and physicians assigned to FCC Victorville, we also have a contract psychiatrist and tele-psychiatry at each institution.

RELIGIOUS SERVICES

Clergy persons are available to inmates of all faith groups. The intent of this assistance is to deepen and expand knowledge, understanding, and commitment to the beliefs and principles of the religion of their choice. If there is a need during working hours to see a Chaplain, a detail supervisor should contact the Chaplain’s office.

Worship opportunities are available to the various faith groups. A schedule of religious services and activities is posted on unit bulletin boards, as well as in the Chapel area. The schedule also indicates the hours the Chaplains, contractors, and volunteers are in the institution. If you have any specific religious needs please address the Chaplain’s Office via an “Inmate Request to a Staff Member” form.

Inmates requesting to wear religious headgear will need approval from Religious Services. The only approved headgear will be sold from the Commissary. Any other hear wear will be considered contraband.

VISITING

Visiting Regulations: Visiting is based on a point system. Each inmate housed at FCC Victorville will receive 40 points on the first day of each month. Two points per hour, or any fraction of an hour, will be deducted on weekends and holidays. One point per hour will be deducted on weekdays and/or evening visits. Unused points will not be accumulated or carried over for use in the following month. Visiting hours are from 8:30 a.m. until 3:00 p.m. on Saturdays, Sundays, Mondays, and holidays.

Inmates must be properly dressed in institutional issued clothing and shoes, and have their ID cards in order to be admitted into the visiting room. Clothing must be neat and clean. Approved items allowed to be taken into the visiting room include: Comb, Wedding band, approved religious hear wear or medallion, and prescription eyeglasses (no eye glass case). Note: There will be no tennis shoes allowed in the visiting room.

A maximum of twenty visitors will be authorized on an inmate's approved visiting list. A maximum of four visitors (which includes children over the age of two years) may visit an inmate at one time. Three additional children (under the age of two years) may visit as long as they do not occupy a seat. When conditions exist such as overcrowding, the number of visitors may be further limited to allow each visitor adequate space and time to conduct their visit.

Visitors must be properly dressed. Shorts, short dresses or skirts, halter tops or any clothes which exposes a bare back, a bare midriff or cleavage will not be permitted in the visiting room. Dresses and skirts must reach the middle of the knee cap as the visitor stands. Sleeves are required on all shirts, blouses, or tops. Jeans are allowed as long as they are in good repair. Foot wear must be worn by all visitors. Beach style footwear (ie, flip flops, shoes without a back-strap, etc.) may not be worn. Footwear with rolling wheels are not permitted. Certain emergencies medications (e.g., nitroglycerine, asthma inhalers, etc.) are allowed into the facility provided they can be thoroughly searched. Insulin and syringes are not allowed.

Visitors are permitted to bring no more than \$20.00 in \$1.00 dollar bills and coins to purchase items from vending machines. The money must be in a clear bag. Vending machines will be patronized by visitors only. Inmates will not accept money from

visitors. Only food purchased by the visitor from the vending machines can be accepted by an inmate. Visitors are not allowed to give any other items to inmates. Inmates will not share food or beverages with visitors.

Supply of infant care items and sanitary napkins may be brought into the institution, and be limited to one each (ie, baby bottle, diaper, etc.) provided that they can be thoroughly searched. Visitors are prohibited from bringing tobacco items inside the institution while visiting.

All visitors may be searched, and an electric drug and/or metal detection device may be used prior to entry into the facility.

Special Rules for Children: Children age fifteen and younger need not be on an approved visiting list, but must be accompanied by a visitor age eighteen or above. Visitor age sixteen and seventeen, although required to be on an approved visiting list, must be accompanied by a visitor (parent or guardian) age eighteen or older. Children shall be kept under the supervision of a responsible adult at all times. Failure to maintain supervision and parental control of the visiting children may result in termination of the visit.

Identification of Visitors: Photo identification is required for all visitors over the age of sixteen. This includes a valid driver's license or official photo identification. Any passport presented as a valid photo identification for visiting purposes, that does not contain a current date stamp indicating valid entry into the United States, will not be accepted for visiting/ identification purposes. Persons without proper identification will not be permitted to visit.

Attorney Visits: Attorneys should make arrangements with the unit team in advanced (normally seven days) before a visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from an Attorney may be arranged for other times on a case by case basis. Attorney visit will be subject to visual monitoring during Attorney visits, a reasonable amount of legal materials may be transferred during the visit, but is subject to inspection for contraband.

Special Visit for Family Emergencies: Special visits (ie, for family emergencies) will be reviewed by Executive Staff through the Warden on a case by case basis. Inmates may submit an "Inmate Request to a Staff Member" form to their Unit Team for consideration of such visits.

DIRECTIONS TO FCC VICTORVILLE:

From the North: Interstate 15 South. Exit Mojave Dr., turn right on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at FCC Victorville.

From the South: Interstate 15 North. Exit Mojave Dr., turn left on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at FCC Victorville.

From the East: Interstate 10 West to Interstate 215 North to Interstate 15 North. Exit Mojave Dr., turn left on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at FCC Victorville.

From the West: Interstate 10 East to Interstate 15 North. Exit Mojave Dr., turn left on Mojave Dr., go to Village Dr., turn right on Village Dr., go to Air Expressway Blvd., turn left on Air Expressway Blvd., go to George Blvd., turn left to arrive at FCC Victorville.

Local Information: There are several hotels and restaurants in the nearby cities of Hesperia, Victorville and Apple Valley:

Super 8 Motel - Hesperia (800) 800-8000, Howard Johnson Hotel - Victorville (800) 315-2225 and Apple Valley Motel - Apple Valley (760) 247-7455. Restaurants close by , Bob's Big Boy - Hesperia (760) 947-2330, Marie Calendars - Victorville (760) 241-6973 and Viva Maria - Apple Valley (760) 946-3087. There is also a Greyhound Bus Station located in downtown Victorville (800) 231-2222, approximately a 10 minute taxi ride away. Taxi Service for Hesperia, Victorville, Apple Valley and Adelanto - (760) 246-7752. Amtrak Train schedules (800) 872-7245.

FCI I - is the last institution on the left once inside the complex.

FCI II - is the first institution on the left once inside the complex.

USP - is the last institution on the right once inside the complex.

HEALTH SERVICES

Emergency medical care is available 24 hours a day. Any emergencies that occur when Health Services is closed may be reported to any available staff member.

Sick Call: Sick call sign-up is managed by the triage system. The patient obtains a sick call slip from the unit officer, completes it, and turns it in at the morning pill line at the Pharmacy. Sick call slips will only be accepted during the morning pill line. The complaint is investigated and the patient is placed on call-out for an appointment. If the complaint is of an emergency nature, the patient will be seen immediately. Failure to report to a scheduled sick call appointment may result in disciplinary action. A sick call appointment may be scheduled as many as five days in the future if the complaint is deemed non-critical. Inmates are responsible for notifying their detail supervisor or unit officer of upcoming appointments. It is an inmate's responsibility to report on time to scheduled appointments. Appointments may be terminated if an inmate is more than 15 minutes late. Inmates will not be scheduled for dental and sick-call on the same day. Wednesdays are used to complete physical examinations. Only inmates with emergencies are seen on Wednesdays and after normal working hours. Routine headaches, pulled muscles, backache, etc., are not considered emergencies and will not be addressed through the triage system.

INMATE CO-PAYMENT PROGRAM:

Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and the FCC Victorville provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

A. Application: The Inmate Co-payment Program applies to anyone in an Institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care

provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in Section C. below, you will be charged a \$2.00 co-pay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, or if you are found responsible, through the Disciplinary Hearing Process, to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we also will not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic Care Clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a co-pay fee.

D. Indigency: An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

E. Complaints: You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

Physical Examinations: New commitments to the Bureau of Prisons will receive a physical examination within 14 calendar days. This examination includes: lab (blood and urine) test, immunizations (PPD and Tetanus), dental screening examination, physical examination, and eye screening.

Physical examinations, including laboratory tests, are available every two years for those inmates under the age of 50 years. Inmates may request this exam via the "Inmates Request to a Staff Member" form.

Physical examinations are available every year for those inmates who are 50 years or older. These exams include laboratory tests, EKG, tonometry, and a rectal exam during which a hum occult test is preformed. Inmates may request this exam through an "Inmate Request to a Staff Member" form.

Physical examinations are available upon an inmates impending release from custody. This may be requested if an inmate has not had a physical exam during the year prior to release. Inmates may request this exam through an "Inmate Request to a Staff Member" form.

Pill Lines: Prescriptions that require refills will be taken to early morning pill line and picked up at the evening pill line. Any prescription dropped off for refill after the early morning pill line has concluded will be available for pick-up the following

work day. Pill line hours are posted in Health Services and on the housing unit bulletin boards.

All inmates must present their inmate ID cards to pick up any medications.

Dental Services: Inmates must submit an “Inmate Request to a Staff Member” form to the dentist for routine dental care such as fillings and cleaning. The dentist will schedule inmates on a first-come first-serve basis. The length of the wait for routine dental care is dependant upon the number of dental emergencies, which take priority over routine care. Inmates with bona-fide dental emergencies, i.e., severe pain, swelling, etc, may sign up for dental sick call at the same time as medical sick call.

Note- Dental Disclaimer: We do not repair or fabricate flippers, which are all plastic dental appliances used to replace missing teeth. We are not obligated to complete treatment plans, root canal procedures (it could be left in the pulpotomy or lumpectomy stage), nor are we obligated to change temporary (sedative) fillings into finished restorations.

Eye Glasses: Those requiring to see the optometrist must make a sick call appointment for an initial eye screening and a referral. Inmates will be scheduled for the earliest possible date. After the optometry exam, all glasses will be ordered by the Health Services department. However, any inmate wishing to purchase personal glasses must do so through the unit team. (There are two available vendors from which to purchase eye glasses.) Inmates will be placed on call out to receive these glasses when they arrive at the institution (usually within six to eight weeks.)

Contact Lenses: Inmates reporting to the institution with contact lenses will be evaluated for the medical necessity for contact lenses. If contact lenses are not needed the inmate will be required to purchase eye glasses from a local vendor or have the institution provide glasses. Upon the arrival of the glasses, the inmate will be required to send their contact lenses home. If contact lenses are medically indicated, the Health Services department will purchase these contacts and provide the cleaning solution for their upkeep.

Medical Diets: Inmates will select from available foods on the serving line.

Injuries: Inmates with injuries will be seen by on duty medical staff. The inmate must report any injury to his work supervisor or unit officer. The supervisor will contact Health Services and the inmate will be evaluated.

Steel-Toed Shoes: All newly arriving inmates are issued steel-toed shoes. Problems

with shoe size or fit should be directed to Laundry staff. Inmates with orthopedic problems that prohibit wearing these shoes may make a sick call appointment to discuss issue with medical staff.

Lower Bunk Assignments: Bed assignments are made by the Counselor. Inmates who have medical conditions they feel require a lower bunk may make a sick call appointment to discuss this with the medical staff. The criteria used to determine lower bunk status is as follows:

- documented cardiac history (prior heart attack(s), angioplasty, etc.);
- less than four working limbs;
- morbid obesity;
- documented seizure history, on medications;
- age 60 or over; and
- short term, due to convalescent status after surgery.

All other complaints will be reviewed on a case by case basis and lower bunk permits will be issued only after approval of a committee.

Health Care Rights and Responsibilities: While in Bureau of Prisons' custody, you have the right to receive health care in a manner that recognizes your basic human rights. You also accept the responsibility to respect the basic human rights of your health care providers. The Health Care Rights and Responsibilities are listed as follows:

Inmate's Rights and Responsibilities

1. **Right-** you have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick call and all support services. Emergency health care services are available 24 hours each day, and are accessed by contact the correctional worker that is responsible for you.

Responsibility - you have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facilities health care staff, including proper use of medications, proper diet, and following the instructions of your healthcare provider.

2. **Right** - you have the right to be offered the chance to obtain a living will (at your own expense), or to provide the Bureau of Prisons with advanced directives that

would provide the Bureau of Prisons with instructions if you are admitted as the inpatient of a hospital.

Responsibility - you have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

3. **Right** - you have the right to participate in health promotions and disease prevention programs, including those providing education regarding infectious disease.

Responsibility - you have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching an infectious disease.

4. **Right** - you have the right to know the name and professional status of your healthcare providers.

Responsibility - you have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. **Right** - you have the right to be treated with respect, consideration and dignity.

Responsibility - you have the responsibility to treat staff in the same manner.

6. **Right** - you have the right to be provided with information regarding your diagnosis, treatment and prognosis.

Responsibility - you have the responsibility to keep this information confidential.

7. **Right** - you have the right to be examined in privacy.

Responsibility - you have the responsibility to comply with security procedures.

8. **Right** - you have the right to obtain copies of certain releaseable portions of your health record.

Responsibility - you have the responsibility of being familiar with the current policy to obtain these records.

9. **Right** - you have the right to address any concern regarding your health care to any member of the institution staff including the Physicians, Health Services Administrator, the members of your Unit Team and the Warden.

Responsibility - you have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open house, or the accepted inmate grievance procedures.

10. **Right** - you have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing healthcare provider.

Responsibility - you have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or any other prescribed item .

11. **Right** -you have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

Responsibility- you have the responsibility to eat healthy and not abuse or waste food or drink.

12. **Right** - you have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)

Responsibility - you have the responsibility to notify the Medical Staff that you wish to have an examination.

13. **Right** - you have the right to dental care as defined in the Bureau of Prisons' Policy to include preventative services, emergency care and routine care.

Responsibility - you have the responsibility to maintain you oral hygiene and health.

14. **Right** - you have the right to a safe, clean, healthy environment, including

smoke-free living areas.

Responsibility - you have the responsibility to maintain cleanliness and safety in considerations of others. You have the responsibility to follow regulations.

15. **Right** - you have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostics tests for infectious diseases can result in administrative action against you. You have right to be counseled regarding the possible ill-effects of refusing medical treatment.

Responsibility - you have the responsibility to notify Health Services regarding any ill-effects that occur as a result of your refusal. You also accept th responsibility to sign the treatment refusal form.

16. **Right** - you have the right to have your pain adequately diagnosed and managed.

Responsibility - you have the responsibility to follow the recommendations of you healthcare provider, adjust activities, and follow the directions of any prescriptive care your healthcare provider gives you.

17. **Right** - you have the right to expect this facility to adhere to National Patient Safety Standards.

Responsibility - you have the responsibility to ask questions regarding your medical care or bring to the attention of your healthcare provider any concerns about the appropriateness of care, prescription or diagnosis.

SAFETY DEPARTMENT

To ensure the safety of inmates certain rules and regulations apply while on the job. All inmates will be provided with a safe work area, proper equipment with which to work, and detailed instruction in the safe procedure in which to do the work.

Initial Job Orientation Training: Upon assignment to a job or detail, each inmate will receive initial training concerning safe work methods and hazardous materials communication. The training shall include demonstration of safety features and practices.

Workers will be trained to recognize the hazards involved in the workplace, understand the protective devices and clothing available, and to report deficiencies to their supervisors. It is our policy not to accept “lack of knowledge or skills” as a cause of an accident.

Federal Tort Claims: Inmates can obtain this form from their Unit Team. Claims for damage under the Federal Tort Claims Act must be filed within 2 years of the incident directly to the Regional Office.

On-the-Job Injuries: Inmate injuries while performing an assigned duty, must be immediately reported to the work supervisor. The work supervisor will then report the injury to the Safety Manager and Health Services department. Inmates may be disqualified from eligibility for lost time wages or compensation if they fail to report a work injury to the supervisor within 24 hours of the injury.

Fire Safety: Emergency evacuation signs are posted throughout the institution. These signs illustrate the primary and secondary routes to take during an emergency such as fire or earthquake.

Inmate Access to Upper Bunks: When accessing or departing the upper bunk, always use the attached ladder (if equipped). Never step on anything other than the attached ladder or jump from the bed.

MAIL

The **Receiving and Discharge (R&D) and Mail Room** departments will conduct open house daily from 11:00 a.m. to 12:00 p.m. (USP: 10:00 a.m. - 12:00 p.m.) to accept legal mail and to address general R&D issues. Open house for the general population to address general mail issues will be conducted Tuesdays and Thursdays only from 11:00 a.m. to 12:00 p.m.

Outgoing Correspondence: All general outgoing correspondence will not be sealed and is to be placed in the mail box located in each unit. Legal Mail will be sealed and must be delivered to the mail room staff during open house. Legal Mail is not to be placed in the mail box located outside the mail room. The institutional address for FCI I, FCI II and USP inmates is:

Committed Name, Register Number, Your Institution (FCI I, FCI II or USP), Victorville, P.O. Box 5300 Adelanto, CA 92301.

Plain white envelopes are available for purchase in the commissary. Plain white envelopes will be provided to inmates who are deemed indigent. Inmates must put their return address to include: name, register number, and institutional address in the upper left corner of the envelope. Inmates assume responsibility for the contents of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws or disciplinary action.

Incoming Correspondence: Mail is ordinarily distributed Monday through Friday (except holidays) by the unit officer. Newspapers and magazines will also be delivered at this time. Special mail and legal mail will be delivered to inmates by a member of the unit team within 24 hours after it is received.

Special Mail: Bureau of Prisons staff have the authority to open all mail addressed to you before it is delivered to you. Special mail (mail from the President and Vice President of the United States, attorneys, members of the United States Congress, Embassies and Consulates, the United States Department of Justice, excluding Bureau of Prisons, but including United States Attorneys, other federal law enforcement officers, State Attorney Generals, prosecuting attorneys, Governors, United States Courts and State Courts) may be opened only in your presence to be checked for contraband.

This procedure occurs only if the sender adequately identifies himself (full name and title) on the envelope and the envelope is marked Special Mail: Open Only in the Presence of the Inmate. Other mail may be opened by staff.

Inmate Correspondence with Representatives of News Media: Correspondence from news media representatives will be opened and inspected for contraband, qualification as media correspondence, and content. Correspondence sent to the news media is treated as Special Mail if marked as noted above, but mail received from the news media is not.

Contact with the News Media: An inmate may not receive compensation or anything of value for interviews with the news media. Requests for personal interviews may be made by either the inmate or the representative of the news media. These requests must be made within a reasonable time before the personal interview. The Warden will normally approve, or disapprove, an interview request within 24 to 48 hours of the time the request is made.

Correspondence Between Confined Inmates: Correspondence with an inmate confined in another penal or correctional institution is limited to immediate family

members and co-defendants with a current and active case, excluding civil lawsuits. Prior approval is required and inmates should contact the unit team regarding such correspondence. Common-law marriages are not recognized in the State of California; therefore, common-law partners are not considered immediate family.

Rejection of Correspondence: The Warden may reject certain correspondence sent by and to an inmate. The Warden will give written notice to the sender concerning the reasons for rejection, as authorized in Program Statement 5265.11, Correspondence.

Certified Mail/Registered Mail: Your unit staff will assist in obtaining certification, weighing, and any receipt requirements.

INMATE PERSONAL PROPERTY

The amount of personal property each inmate may have is limited. Inmates are not authorized to possess certain items due to institutional security or safety reasons. Refer to Bureau of Prisons' Program Statement 5580.06, Inmate Personal Property, and the Institution Supplement for national and local directives for additional information concerning property restrictions. Any item found in an inmate's possession that is not authorized by national or local directives is considered to be contraband and will be confiscated. Inmates in possession of unauthorized items are also subject to disciplinary actions.

Legal Material: Inmates are authorized to maintain legal materials in their assigned locker. Unit staff will assist inmates in maintaining excess legal material and alternative storage areas, provided the material is for current/active legal proceedings.

COMMISSARY

The institution operates a commissary which provides numerous items for purchase. A list with the price of each item can be obtained from the commissary. You may submit a commissary order form according to the schedule posted in your unit. You must have funds in your account to receive goods from the commissary. All sales are final and there are no returns or exchanges. All items are sold on an "as-is" basis with no warranty implied. The only items that are excluded from the monthly spending limitation is postage stamps.

It is your responsibility to monitor the money in your account and maintain copies of your sales receipt. The balance left of the monthly spending limit is printed on your sales receipt. Inmates may check their account balance through the inmates telephone system from an authorized inmate telephone, if you feel there is a discrepancy in your account the commissary staff are not responsible for, nor can they answer questions about, posting of funds to your account. Hours of operation for the commissary is posted in the housing units.

INMATE TELEPHONE SYSTEM (ITS-II)

There are telephones located in each housing unit for inmate use. Telephones are to be used for lawful purposes only. Inmates making threats, engaging in acts of extortion, etc., may be referred for prosecution or disciplinary action. All inmate telephones are subject to monitoring and recording. Three-way calls and calls to cellular phones and pages are not permitted. Calls made using another inmate's PAC number is a violation and disciplinary action may be taken. Handing another inmate the phone to converse with your telephone party is prohibited and disciplinary action may be taken. Call forwarding and the use of telephone to conduct business is prohibited. Inmates are authorized up to 300 minutes worth of calls per month. This limitation applies to all inmates and may be used for collect and/or direct dial calls. All calls are limited to 15 minutes in duration and there is a 30 minute time limit between completed calls.

Inmates may use the ITS-II system from any authorized inmate telephone to transfer funds from their trust fund account or to make direct telephone calls. Telephone operating hours are posted in each housing unit. An approved telephone list is required for inmates to make both collect and direct dial calls. A total of 30 active numbers will be permitted on each inmate's telephone list. Inmates are responsible for transferring funds and tracking their ITS-II account balance along with their commissary balance. Fund transfers may be in whole dollar amounts only and does not effect the monthly spending limitation. Fund transfers will not be allowed Monday through Friday during the hours of 6:00 a.m. to 4:30 p.m. Once funds are transferred to your ITS-II account, they may not be transferred back to your commissary account. Each inmate is provided a unique 9-digit PAC (phone access code) number for access to his ITS-II account and instructions on using the telephones (if you transferred from an institution which has the ITS system you will maintain your previous PAC number). A fee of \$5.00 will be charged when a replacement PAC is required due to negligence (lost or compromised.) Telephone call rates are posted in each housing unit.

LAUNDRY

Inmates may visit the laundry for clothing issue/exchange once per week, excluding the first full week of every month. The first full week of every month is set aside for hygiene issue and linen exchange only. Inmates may utilize the institution central laundry system by dropping off dirty laundry bags on one day and picking up clean laundry on another day. Hours of operation for Laundry is posted in housing units. Inmates who maliciously or otherwise alter their clothing, bedding, mattresses or any other issued items are subject to disciplinary action.

Inmates will be issued the following laundry items upon arrival at FCC Victorville:

5 sets of underclothing	2 blankets1 belt
3 sets of khakis	2 sheets1 jacket
1 pair of boots	2 t o w e l s 1
	pillow case
1 beanie	2 face clothes

Two days prior to releasing or transferring, inmates are responsible to return all of the above items to the laundry with the exception of:

1 set of khakis	1 towel
2 sets of underclothes	1 face cloth1
	pair of boots
2 blankets	2 sheets1 belt

These remaining items will be carried to R&D on the day of your release or transfer. Funds will be frozen for inmates that do not comply.

DEPOSITS TO INMATE ACCOUNTS

The Federal Bureau of Prison has an inter agency agreement with the United States Treasury to operate a LOCKBOX program to receive inmate funds for deposit. The public sends funds to the LOCKBOX at the following address:

Federal Bureau of Prisons
Insert Inmate Register number
Insert Inmate Name
Post Office Box 474701
Des Moines, Iowa 50947-0001

Negotiable instruments need to conform to the following requirements: money orders, government checks, foreign negotiable instruments, and business checks. Cash will not be excepted. There may be some cases (furlough returns, self commitments, etc.) where funds will be received at the local facility; these funds will be processed locally. All funds received via the LOCKBOX program will be processed within 24 hours. Any and all enclosures with the negotiable instruments (letters, pictures, etc.) will be discarded. Inmates' families and friends should allow for additional mail time to Des Moines, Iowa. Funds cannot be brought into the institution by visitors. Transfers from other Bureau of Prisons (BOP) facilities should expect to receive their personal funds within 24 hours of arrival to the facility. Transfers from non-BOP facilities should expect to receive funds between five and seven days. If your funds have not been posted to your account within these times frames, please notify your unit team or the Business Office.

INMATE DISCIPLINE

TIME LIMITS IN THE DISCIPLINARY PROCESS

1. **Staff become aware of inmate's involvement in incident.**
The Incident Report is ordinarily written within 24 hours.
2. **Staff give inmate notice of charges by delivering Incident Report.**
Ordinarily given within 24 hours from the time staff become aware of the incident.
3. **Initial Hearing (UDC)**
Ordinarily within 3 working days from the time staff become aware of the incident excluding weekends, holidays and the day staff become aware of the inmate's involvement in the incident.
4. **Discipline Hearing Officer (DHO)**
Minimum of 24 hours, unless waived by inmate.

THE DISCIPLINARY PROCESS:

<u>PROCEDURES</u>		<u>DISPOSITIONS</u>
1.	Incident involving possible commission of prohibited act.	Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.
2.	Staff prepares Incident Report and forwards it to Lieutenant	Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally, or drop the charges.
3.	Appointment of investigator who conducts investigation and forwards material to Unit Discipline Committee.	
4.	Initial hearing before Unit Discipline Committee	Unit Discipline Committee may drop or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions or refer to the Discipline Hearing Officer.
5.	Hearing before Discipline Hearing Officer	The Discipline Hearing Officer may impose allowable sanctions, or drop the charges.

6.	Appeals through Administrative Remedy Procedure	The appropriate reviewing official (the Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.
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NOTE: DHO Appeals are to be filed directly to the Regional Office.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

<u>CODE PROHIBITED ACTS</u>		<u>SANCTIONS</u>	
100	Killing	A.	Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B.	Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C.	Disciplinary Transfer (recommend).
		D.	Disciplinary segregation (up to 60 days).
		E.	Make monetary restitution.
		F.	Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
		G.	Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	

GREATEST CATEGORY (Cont'd)

197	Use of the telephone to further criminal activity.	Sanctions A-G]
198	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable.	

HIGH CATEGORY

CODE PROHIBITED ACTS		SANCTIONS	
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A.	Recommend parole date rescission or retardation.
		B.	Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
201	Fighting with another person		
202	(Note to be used)		
203	Threatening another with bodily harm or any other offense		
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	B.1	Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
205	Engaging in sexual acts		
206	Making sexual proposals or threats to another	C.	Disciplinary Transfer (recommend).
207	Wearing a disguise or a mask	D.	Disciplinary segregation (up to 30 days).
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	E.	Make monetary restitution.
		F.	Withhold statutory good time]
209	Adulteration of any food or drink	G.	Loss of privileges: commissary, movies, recreation, etc.
210	(Not to be used)		
211	Possessing any officer's or staff clothing		
212	Engaging in, or encouraging a group demonstration	H.	Change housing (quarters)
213	Encouraging others to refuse to work, or to participate in a work stoppage		
214	(Not to be used)	I.	Remove from program and/or group activity
215	Introduction of alcohol into BOP facility		
216	Giving or offering an official or staff member a bribe,		

	or anything of value	J.	Loss of job
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	K.	Impound inmate's personal property
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	L.	Confiscate contraband
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	M.	Restrict to quarters]
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	Sanctions A-M]	
221	Being in an unauthorized area with a person of the opposite sex without staff permission		
222	Making, possessing, or using intoxicants		
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol		
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)		
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code.)		
298	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of the high severity is not applicable.		
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable.		

MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS	
300	Indecent Exposure	A.	Recommend parole date rescission or retardation.
301	(Not to be used)		
302	Misuse of authorized medication	B.	Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized		
304	Loaning of property or anything of value for profit or increased return		
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels		
306	Refusing to work, or to accept a program assignment		
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	B.1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
308	Violating a condition of a furlough		
309	Violating a condition of a community program		
310	Unexcused absence from work or any assignment	C.	Disciplinary Transfer (recommend).
		D.	Disciplinary segregation (up to 15 days).
		E.	Make monetary restitution.
		F.	Withhold statutory good time.]

311	Failing to perform work as instructed by the supervisor	G.	Loss of privileges: commissary, movies, recreation, etc.
312	Insolence towards a staff member		
313	Lying or providing a false statement to a staff member.		
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H. I.	Change housing (quarters). Remove from program and/or group activity.
315	Participating in an unauthorized meeting or gathering		
316	Being in an unauthorized area	J.	Loss of job.
317	Failure to follow safety or sanitation regulations	K.	Impound inmate's personal property.
318	Using any equipment or machinery which is not specifically authorized		
319	Using any equipment or machinery contrary to instructions or posted safety standards	L.	Confiscate contraband.
320	Failing to stand count	M.	Restrict to quarters.
321	Interfering with the taking of count	N.	Extra duty.]
322	(Not to be used)		
323	(Not to be used)		
324	Gambling		
325	Preparing or conducting a gambling pool	Sanctions A-N]	
326	Possession of gambling paraphernalia		
327	Unauthorized contacts with the public		
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization		
329	Destroying, altering or damaging government property, or the		

property of another person, having a value of \$100.00 or less

330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards

331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)

332 Smoking where prohibited

397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).

398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

LOW MODERATE CATEGORY

CODE PROHIBITED ACTS		SANCTIONS	
400	Possession of property belonging to another person	B.1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct
401	Possessing unauthorized amount of otherwise authorized clothing		
402	Malingering, feigning illness		
403	Not to be used		
404	Using abusive or obscene language		
405	Tattooing or self-mutilation		
406	(Not to be used)		

407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)		time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
		[E.	Make monetary restitution.
		F.	Withhold statutory good time.
		G.	Loss of privileges: commissary, movies, recreation, etc.
		H.	Change housing (quarters).
		I.	Remove from program and/or group activity.]
408	Conducting a business	J.	Loss of job.
409	Unauthorized physical contact (e.g., kissing, embracing)	K.	I m p o u n d i n m a t e ' s p e r s o n a l p r o p e r t y .
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	L.	C o n f i s c a t e c o n t r a b a n d .
		M.	R e s t r i c t t o q u a r t e r s .
		N.	E x t r a d u t y .
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15 -minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	O.	R e p r i m a n d .
		P.	W a r n i n g .
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Mode-rate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity if not applicable.		
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.		

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: "We find the act of _____ to be of High severity, most comparable to prohibited act Engaging in a Group demonstration."

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).

INMATE RIGHTS AND RESPONSIBILITIES

<u>RIGHTS</u>		<u>RESPONSIBILITIES</u>	
1.	You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1.	You have the responsibility to treat others, both employees and inmates, in the same manner.
2.	You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.	2.	You have the responsibility to know and abide by them.
3.	You have the right to freedom of religious affiliation and voluntary religious worship.	3.	You have the responsibility to recognize and respect the rights of others in this regard.
4.	You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4.	It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.

5.	You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5.	It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6.	You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases and conditions of imprisonment).	6.	You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.
7.	You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7.	It is your responsibility to use the service of an attorney honestly and fairly.
8.	You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8.	It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9.	You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	9.	It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10.	You have the right to participate in education, vocational training and employment as far as resources are available and in keeping with your interest, needs and abilities.	10.	You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11.	You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.	11.	You have the responsibility to meet your financial and legal obligations, including, but not limited to, court imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs and for other obligations that you may have.

Sexually Abusive Behavior Prevention and Intervention



An Overview for Offenders

May 2005

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

Your Right to be Safe from Sexually Abusive Behavior

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

Your Role in Preventing Sexually Abusive Behavior

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.

- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What to do if you are Afraid or Feel Threatened

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

What to do if you are Sexually Assaulted

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexually Abusive Behavior

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.**
You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director. (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General
P. O. Box 27606
Washington, D.C. 20530**

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

Management Program for Assailants

Those who sexually abuse/assault others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

BOP Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior with or direct it at others, can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

Code 101/(A):	Sexual Assault
Code 205/(A):	Engaging in a Sex Act
Code 206/(A):	Making a Sexual Proposal
Code 221/(A):	Being in an Unauthorized Area with a Member of the Opposite Sex
Code 300/(A):	Indecent Exposure
Code 404/(A):	Using Abusive or Obscene Language

Staff Misconduct. The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in, sexual, indecent, profane or

abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.